

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB03-15

Date: August 18, 2003  
Expiration Date: 6/30/04  
69:172:das:7489

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ANNOUNCEMENT OF FUNDS AVAILABLE FOR DISABILITY  
PROGRAM NAVIGATOR

The Employment Development Department, in collaboration with the California Governor's Committee on Employment of People with Disabilities, is announcing the availability of funds for the creation of up to ten (10) Disability Program Navigator positions in California One-Stop Career Centers. Refer to the attachment for further information regarding the process to request these funds.

If you have any questions, please contact Brett Lapp at [blapp@edd.ca.gov](mailto:blapp@edd.ca.gov) or (916) 653-3560.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachment

## **I. INTRODUCTION**

On September 30, 2002, the Department of Labor (DOL), Employment and Training Administration (ETA), and the Social Security Administration (SSA) entered into an Interagency Agreement to jointly fund a Disability Program Navigator (Navigator) pilot demonstration project in One-Stop Career Centers of selected states. The Navigator cooperative agreement supports the New Freedom Initiative announced by President Bush in February 2001 by facilitating increased employment opportunities for persons with disabilities and promoting “swift implementation of the Ticket to Work program” administered by the SSA.

The California Employment Development Department (EDD) and the California Governor’s Committee on Employment of People with Disabilities (CGCEDP) were jointly awarded \$600,000 to implement a pilot demonstration Navigator program in California.

## **II. PURPOSE**

Navigator grant funds awarded through the Solicitation For Proposal (SFP) process are to support California’s One Stop Career Centers' need for well-trained, highly knowledgeable resource staff in serving persons with disabilities. By providing funding for the creation of up to ten (10) Navigator positions, grant awards will be used to recruit, hire, and retain individuals to perform the roles and responsibilities of the Navigator position.

The Navigators will conduct outreach to agencies and organizations that serve persons with disabilities, utilizing the collective experience of these entities to help persons with disabilities access and navigate the complex provisions of the various programs that impact their ability to gain, return to, or retain employment.

The Navigators will develop linkages and collaborate with the employer community on an ongoing basis to facilitate job placements, access to assistive technology when necessary, and educate the employer community on disability-related issues.

Through the various partnerships and linkages established, the Navigators will serve as a resource to the workforce investment community to ensure the availability of comprehensive knowledge of federal, State, local and private programs that impact the ability of persons with disabilities to enter and remain in the workforce.

## **III. BACKGROUND**

People with disabilities often face enormous challenges when they seek or obtain employment. Complex rules surrounding entitlement to federal, State and local government programs designed to assist persons with disabilities can make the decision to seek employment even more difficult. Fear of losing cash benefit assistance and vital health benefits are often the determining factor for persons with disabilities when deciding whether or not to enter or return to the workforce.

People with disabilities are in need of service delivery points providing comprehensive seamless employment services that complement Social Security work incentives and other employment support programs, housing, transportation, and health care services. The Navigator Pilot Demonstration Program proposes to address this need through the creation of up to ten (10) Navigator positions.

The SSA recognizes the One-Stop Career Centers as a significant component of the service delivery system that offers Social Security beneficiaries and other individuals with disabilities essential job training, employment, job retention assistance, and career advancement services. Therefore, the Navigator positions will be established in California One-Stop Career Centers to serve as disability resource specialists. The Navigators will leverage One-Stop Career Center resources and relationships with local service providers and the employer community to facilitate outreach, effective employment linkages, and seamless service delivery for persons with disabilities.

#### **IV. NAVIGATOR GRANT SUMMARY**

Number of Awards: Up to ten (10) Navigator grants will be awarded through a competitive SFP process.

Eligible Applicants: Workforce Investment Areas, Local Workforce Investment Boards.

Authority: Wagner Peyser Act, Section 7(d) [(29 USC-49f(d)] and Section 1110 of the Social Security Act.

Duration: The grant will be for one year.

Navigator Positions: The intent of DOL and SSA is to have the Navigator positions filled by October 1, 2003.

Available Funds: The total funds available for the Navigator program are \$600,000. The amount of funds requested in a proposal shall not exceed \$75,000.

Limitations on Use of Funds: Grant funds must be used solely for wages and benefits of a Navigator position. Grant funds may not be used to purchase equipment or make modifications to existing structures or real property. Administrative operating costs associated with a Navigator position are limited to 10 percent of the award.

Reporting: Grantees will be required to submit quarterly performance and expenditure reports. The specific requirements for reporting will be provided at a later time.

Evaluation: The EDD will conduct an in-depth evaluation of the Navigator demonstration program. This may include a process evaluation of the Navigator program and require establishing more data collection for One-Stop Career Center

customers with disabilities than is currently available in the Workforce Investment Act (WIA) Standard Record Data (SRD) system. The evaluation is necessary to informed discussion of the impact of the Navigator role within One-Stop Career Centers in achieving successful outcomes, including employment, which leads to self-sufficiency.

Collection of the Social Security number for each WIA Title I customer with a disability is necessary for evaluation purposes. If the Social Security number is not collected at the point of registration in the One-Stop Career Center system, the subgrantee should so indicate and must make additional provisions to collect this information.

Training and Travel Per Diem Expenses: All Navigators are required to attend specialized training developed by the DOL and SSA. The training course is approximately one week in duration and is provided at no cost.

## **V. PROPOSAL COMPONENTS**

This section outlines the proposal components. A proposal is to be submitted as one document that is not more than five (5) pages, not including the executive summary or table of contents, follows the Grant Plan outline, and has pages consecutively numbered.

The number in parentheses after each component represents the total points that will be available when a proposal is scored.

- Geographic and Labor Market Information: Describe the geographic region you serve and the demographics of the service area including: the population and what percentage (or number) represents the persons with disabilities within the total population; and what the current and forecasted economic conditions are for your service area including the current and future employment data. (5 points)
- Local Collaboration: Discuss your partnerships with local governmental agencies, community-based organizations, and other agencies which serve persons with disabilities and how your collaborative efforts have enhanced your service capacity. Discuss any linkages you may have with the employer community and how these linkages have enhanced your service capacity in serving the target population. Describe how the Navigator will strengthen and enhance your partnerships and linkages and facilitate the linkages systematically. (15 points)
- Service Delivery Strategies: Describe your service delivery strategies, specifically how you are serving persons with disabilities and discuss what, if any, assistive devices you utilize in providing the services. Describe what services are currently available and whether the level of service meets the needs of persons with disabilities. Describe how you will integrate the role of the Navigator into your current service delivery plan and how a Navigator

position will enhance your service delivery capacity. Describe how the Navigator could be utilized to assist and collaborate with other local areas and/or One-Stop Careers Centers to develop and promote regional service delivery strategies that assist persons with disabilities. (20 points)

- Sustainability: Describe your long-range retention strategies for sustaining the Navigator program beyond the end of these grant funds. (10 points)

## **VI. PROPOSAL RANKING AND FUNDING RECOMMENDATIONS**

Proposal Scoring and Ranking: Proposals will be scored and ranked by teams of independent reviewers. Please be aware that the scoring of a proposal is only one component of the overall ranking and award process. Other considerations in the ranking of a proposal include, but are not limited to, regional and population representation.

Final Awards: Final awards will be based on the overall quality of the proposals, overall soundness of the plan, and the best interest of the State. After reviewing and scoring all proposals, recommendations for funding will be sent to the Governor for approval.

Notification of Recommendation for Funding: Following the Governor's selection/approval of proposals to be funded, bidders whose proposals are not funded will receive notification via letter. Proposals that are funded will be contacted by an EDD representative to discuss the subgrant initiation process. The State anticipates that decisions regarding the grant funds will be announced in September.

Contracting: The EDD will contact grantees that have been awarded grant funds to finalize contract details. In some cases, the EDD may request that contracts incorporate changes in the original project proposal. After the contract negotiations, if any, the EDD will mail the subgrant agreement (contract) to the grantee's designated agent for signature.

## **VII. FORMAT REQUIREMENTS**

One proposal with original signatures and five (5) copies of the signed proposal must be submitted.

An electronic copy of the proposal on diskette is required and must be included with the paper copies. Files on the diskette must be:

- Clearly labeled and formatted;
- IBM compatible; and
- In Microsoft Word or Excel for narrative and tables.

The proposal **must not exceed five (5) pages**, excluding the Executive Summary, which **must not exceed one (1) page**, and Table of Contents, and follow the following prescribed formatting. Proposals must:

- Be single sided;
- Be singled spaced;
- Use a 12 point font size or larger;
- Have the pages sequentially numbered; and
- Be fastened by a single staple or clipped.

A cover sheet with the following information clearly listed must also be included (does not count towards the total number of pages requirement):

- Partnerships name(s) and address(es);
- Total amount of funding requested;
- Date submitted; and
- Proposal contact, phone number, and e-mail address.

## **VIII. SUBMISSION REQUIREMENTS**

### Hand Delivered Proposals

Employment Development Department  
Field Support Unit  
751 N Street, Park Complex West  
Sacramento, CA 95814

### Mailed Proposals

Employment Development Department  
Field Support Unit, MIC 69  
P.O. Box 826880  
Sacramento, CA 94280-0001

**Due to the need for original signatures, proposals may not be faxed, telegraphed, or electronically transmitted.**

## **IX. CLOSING DATE**

The deadline for receipt of the proposal is at 3:00 p.m., Friday, September 5, 2003, to the above listed addresses. A postmark is not relevant to satisfying the deadline, and late proposals will not be considered. There is no appeal for not meeting the closing date as specified.

The Field Support Unit will accept hand delivered and courier delivered proposals between the hours of 8:00 a.m. and 5:00 p.m. daily through Thursday, September 4, 2003, excluding Saturdays, Sundays and State holidays and up to 3:00 p.m. on Friday, September 5, 2003.

## **X. CONTACT INFORMATION**

For further information, please contact:

Brett Lapp  
Field Support Unit  
[blapp@edd.ca.gov](mailto:blapp@edd.ca.gov)  
(916) 653-3560, phone  
(916) 654-9863, fax

or

Robin Peguero  
Field Support Unit  
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(916) 654-0205, phone  
(916) 654-9863, fax

# Disability Program "Navigator" Initiative

Department of Labor  
and  
Social Security Administration



**FACT SHEET**  
**JULY 2003**



The Department of Labor (DOL) and the Social Security Administration (SSA) have jointly established a new position, the Disability Program Navigator, within DOL's One-Stop Career Centers.

The Disability Program Navigator helps people with disabilities "navigate" through the enormous challenges of seeking work. Complex rules surrounding entitlement programs, along with fear of losing cash assistance and health benefits, can often discourage people with disabilities from working. DOL and SSA have established the Disability Program Navigator initiative to better inform beneficiaries and other individuals with disabilities about the work support programs now available at DOL-funded One-Stop Career Centers. These centers provide information, training and other employment-related services at a single customer-friendly location. DOL's Employment and Training Administration and SSA's Office of Program Development and Research signed an Interagency Agreement in September 2002 to jointly fund, implement, pilot, and evaluate the Navigator initiative with on-going collaboration of DOL's Office of Disability Employment Policy.

## **Overview**

- Approximately 100 Navigator positions will be established in FY 2003, with another 80-100 positions to be added in FY 2004.
- DOL, with input from SSA, has entered into grant agreements with the state level workforce system in 14 states where SSA is undertaking employment support initiatives: Arizona, California, Colorado, Delaware, Florida, Illinois, Iowa, Maryland, Massachusetts, New York, Oklahoma, South Carolina, Vermont, and Wisconsin.
- DOL and SSA will train the Navigators on SSA employment support programs, One-Stop partner funded programs, and other programs that impact successful employment.
- DOL and SSA will work together to conduct a comprehensive evaluation of the Navigator pilot.
- Each navigator will be hired and employed by the state or local workforce system

DOL awarded grants to 14 states in June 2003. The first Navigators will be in place in the fall of 2003.

## **The Disability Program Navigator Position**

### **The Navigator will:**

- Assist people with disabilities to access and navigate the complex provisions of various programs that impact their ability to gain, return to, or retain employment.
- Develop linkages and collaborate on an ongoing basis with employers to facilitate job placements for persons with disabilities.
- Facilitate the transition of in- or out-of-school youth with disabilities to secure employment and economic self-sufficiency.
- Conduct outreach to agencies and organizations that serve people with disabilities.
- Serve as a resource on SSA's work incentive and employment support programs and the provision of services through Benefits Planning, Assistance and Outreach organizations (BPAOs); Protection and Advocacy systems (P&As); and SSA's employment-related demonstration projects.
- Serve as a resource to the workforce investment community to ensure the availability of comprehensive knowledge of Federal, State, local and private programs that impact the ability of persons with disabilities to enter and remain in the workforce.